

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

Office Assistant

Please follow the specific application filing instructions at the bottom of this page!

Open To: Candidates on current exam lists

Location: Bridgeport Correctional Center 1106 North Avenue, Bridgeport, CT 06604

Hours: 40 Hours per week with benefits **Monday –Friday 2nd shift 3:00 pm - 11:30 pm**

Salary: \$37,429.00-\$49,108.00 annually

Closing Date: August 21, 2012

Minimum Qualifications: Knowledge of office systems and procedures including proper telephone usage and filling; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

General Experience: Two (2) years general clerical work experience.

Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

Preferred Experience: Experience utilizing Microsoft Excel, Word, Access, and Internet Explorer. Strong organizational, mathematical, attention to detail, and excellent communication skills.

Eligibility Requirement: Candidates must have applied for and passed the Office Assistant exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions: Qualified candidates who meet the above requirements need to submit a cover letter, resume, your last two (2) Performance Evaluations, and an application for Employment (Form CT-HR-12) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf

Please submit your information to:

**Meredith Minnocci, Human Resources Specialist
Department of Correction
24 Wolcott Hill Road, Wethersfield, CT 06109
Fax: (860) 692-6865**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.